

DEPARTMENT OF VETERANS AFFAIRS
Research Service Policy Memorandum 18-41
South Texas Veterans Health Care System San Antonio, Texas 78229-4404
August 27, 2018

RESEARCH STANDARD OPERATING PROCEDURES (SOP)
IRB Membership Appointment Procedures

1. **PURPOSE:** To describe the policies and procedures for the Research and Development (R&D) Office and South Texas Veterans Health Care System (STVHCS) with respect to appointment of STVHCS VA Members to the UTHealth San Antonio IRBs (1,2,3 and E).

2. **POLICY:** All STVHCS IRB members must be dually appointed by the Facility Director and the president of UTHealth. UT Health IRB membership will be followed (http://research.uthscsa.edu/irb/Policy/Membership_of_IRB_Policy.pdf and <http://uthscsa.edu/hop2000/1.6.6.pdf>) in addition to VHA Handbook 1200.05. At all times STVHCS will have 2 primary voting members on each IRB that reviews STVHCS studies (IRBS 1,2, 3 and E) as well as alternates with similar expertise.

3. ACTIONS:

- a. Members will be sought from among VA clinician investigators or non-clinician investigators sought by the IRB for specialized expertise such as statistics.
- b. Once identified STVHCS members will be proposed to the UTHealth IRB and then put forward through their process for approval.
- c. Once UTHealth has confirmed a new or renewing member's appointment, then a Facility Director's appointment letter will be generated for that member.
- d. All Facility Director's appointment letters will have the format attached to the end of this policy including appointment term (3 years with end date).
- e. After both IRB and STVHCS appointment letters are completed, ORO will be notified within 30 days of the membership change.
- f. ORO will also be notified of any resignation of membership within 30 days.
- g. UTHealth IRB membership rosters are updated annually in September.

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4. **REFERENCES:** VHA Handbook 1200.05

UTHealth IRB membership policies:

http://research.uthscsa.edu/irb/Policy/Membership_of_IRB_Policy.pdf

<http://uthscsa.edu/hop2000/1.6.6.pdf>

5. **RESPONSIBILITY:** ACOS for Research and Development (151)

6. **RESCISSION:** Research Service Policy Memorandum 18-41, dated August 27, 2018

7. **RECERTIFICATION:** August 27, 2023

A handwritten signature in dark ink, reading "Jacqueline A. Pugh, M.D." The signature is written in a cursive, flowing style.

JACQUELINE PUGH, M.D.

ACOS for Research and Development

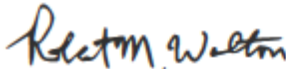
ATTACHMENT 1: Letter of appointment format

Department of
Veterans Affairs

Memorandum

Date: AUG 16 2018
From: Director (00)
Subj: Appointment to Institutional Review Board
To: <member name>
Thru: Chief of Staff (11) JK

1. Upon the recommendation of the Institutional Review Board (IRB) Sharing Agreement and Memorandum of Understanding between South Texas Veterans Health Care System (STVHCS) and the University of Texas Health Science Center at San Antonio (UTHSCSA), you have been selected to serve as a Primary member of the IRB-3 and an alternate member to IRBs 1, 2, and 3. This designation will run for a term of three years (<beginning and end date>)
2. The IRB assists the Facility Director in fulfilling responsibilities to enhance the quality of human research protection in human research projects by performing appropriate ethical and scientific review while ensuring local issues are addressed. Your expertise will assist the IRB to perform its responsibilities in accordance with and for the purposes expressed in the Common Rule (38 CFR 16.102(2)).
3. All personnel participating in Veterans Affairs (VA) research activities must complete the CITI Course, VA Human Subjects Protection, for the VA.
4. We appreciate your commitment of time to this important endeavor and look forward to your continued contribution to this worthwhile project.
5. This letter supersedes and replaces all previous STVHCS letters relating to the subject matter hereof. For further questions, contact the STVHCS Research and Development Office at (210) 617-5390.



ROBERT WALTON
Director

As a VA representative to the UTHSCSA IRB, I agree that I will not use any confidential information received from STVHCS during the period of my participation on the IRB for any purpose other than to fulfill my obligation to STVHCS in accordance with my service on the IRB. I will not disclose such confidential information to any third party. "Confidential Information" shall include, but is not limited to, knowledge or data regarding products, processes, operation procedures and/or research, and use of protocols. All materials, papers, records and other similar documents furnished or made available to you during your participation on the IRB will be returned when requested or at the end of the period of your participation on the IRB.

member signature

Date